

INSTRUCTIONS: Application for Clearinghouse Non-Resident Business Participation

- **Type or complete this application in BLUE OR BLACK INK ONLY.**
- **DO NOT SEND CASH. SEND CHECK OR MONEY ORDER payable to the Division of Motor Vehicles. Any check that is not honored for payment will result in a \$10.00 SERVICE CHARGE.**
- **Fee for a first-time applicant is \$400.00. Fee for renewal is \$200.00. Application fees are non-refundable.**
- **Make sure all required forms are included with this application:**
 - **If you are a first-time applicant, please include:**
 - \$400.00 Application Fee
 - Proof of Valid US Business License From Your State of Residence
 - NIST Level 2 Letter of Attestation
 - Information Security Questionnaire Form
 - SOC II Type II Record of Compliance (ROC) Report
 - \$250,000 Bond (MV-100-CH)
 - **If you are renewing, ensure that you meet the required qualifications and submit the appropriate documents:**
 - \$200.00 Renewal Fee
 - Proof of Valid US Business License From Your State of Residence
 - Submit Annual Security PenTest Report
 - Submit Annual SOC II Type II Record of Compliance (ROC) Report
 - Maintain Less Than 10% Manual Reviews
 - Maintain Less Than 2% Data Error Rates
 - Provide Certificate of Completion Per eSignature (Upon a Request During an Audit Review)
 - Maintain Less Than .05% Fraud Rates
 - Maintain Less Than .05% Post-Title Correction Rates

Checklist

- Is the application completed, including signatures?
- Did you enclose a check or money order payable to the Division of Motor Vehicles for the total fees and payment due?
- Do you have all required documents listed in the instruction section?

MAIL ALL REQUIRED DOCUMENTS, FORMS, AND PAYMENT TO:

Division of Motor Vehicles
Clearinghouse Department
PO Box 17800 OR 5707 MacCorkle Ave., SE
Charleston, WV 25317 Charleston, WV 25304

Toll-Free Telephone (In-State Only) 1-800-642-9066
Out-of-State (304) 558-3900